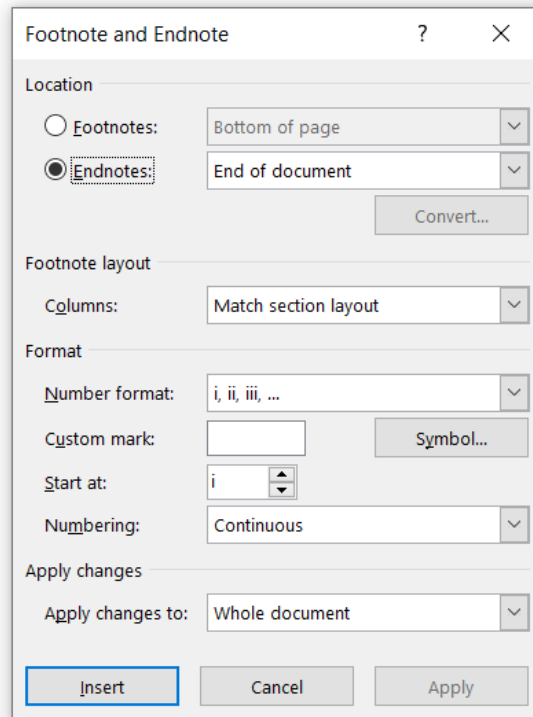


Reducing Infant Mortality in Communities Request for Applications #A378R2

Endnote Citation Guidance

In the Reducing Infant Mortality in Communities Request for Applications (RFA), the needs assessment asks you to use endnotes to cite sources for any data and/or statistics that you use to establish the need for each evidence-based strategy in your county.

In Microsoft Word, you can insert endnotes by going to the References tab and clicking on the small arrow in the bottom right corner near Footnotes. The “Endnote and Footnote” dialog box will open. Under location, click on “Endnotes”, and select “End of document.” Under Format, select “1, 2, 3... or i, ii, iii...” and then click Insert.



Repeat the process for each citation. Microsoft Word will automatically number each citation for you. At the end of the document, a short gray line will appear with all of the superscripted numbers listed below for you to type the reference for the corresponding citation.

Written Example with Numbered Endnotes:

In 2020, the infant mortality rate in North Carolina was 6.9 infant deaths per 1,000 live births.¹ The disparity ratio between non-Hispanic White and non-Hispanic African American births was 2.59.¹ The 2020 low birth weight percentage in North Carolina was 9.5 with the white percentage at 7.5 and the African American percentage at 15.3.²

Endnote Page Example:

¹NC Department of Health & Human Services State Center for Health Statistics, 29NOV2021

²NC Department of Health & Human Services State Center for Health Statistics, 25MAY2022